

PREPARE IN DUPLICATE

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1. TITLE OF REPORT (if a fill-in report include Form No.) SAC Letter Duplimats		2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 1	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	9. DIRECTIVE AUTHORITY REQUIRING REPORT 405	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS, OL/SD/SMB/GMMS		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	6.82		1		6.82		12		81.84

B. COSTS OF COMPUTER PRODUCED REPORTS

					1.30		12		15.60
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TOTAL COSTS PER YEAR

97.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Reviewed for accuracy, prepare title, and forward to Printing Services Division for printing. This is required as an Agency catalog supplement.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain).	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			STAT
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 5 Oct 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120163-4 - AC/OL/SD/SMB/GMMS/	18. EXTENSION <input type="checkbox"/>
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